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ABSTRACT

The questionnaire and interview materials which form the document were used in a followup study of 1,500 students who attended a 2-year occupational high school; the materials attempt to relate predictor measures to success during training and subsequent job success. The document includes two brief student questionnaires (one for those still in school and another for those who have left) seeking biographical data and work/school history and attitudes; an interview form for an indepth followup of selected respondents from the group of former students; an interview form for employers, exploring work attitudes of former students and the relevance and effectiveness of the school's training program; a form for teachers' rating of course objectives; and a questionnaire form for a followup telephone interview of former students. Cover letters, advance notifications, and letters of thanks are also included. (AJ)

ED 091610

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DIFFERENTIAL VALIDITIES FOR SHOP COURSES

PROPOSAL B: FOLLOW-UP OF SUBJECTS' WORK EXPERIENCES

FINAL REPORT
April, 1973.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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VOLUME TWO: QUESTIONNAIRE AND INTERVIEW MATERIALS

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Research Centre
Ottawa Board of Education.

Principal Investigator: L.A. Isabelle
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University of Ottawa.

ED 001 768

This study was funded by the Ministry of Education, Ontario, through a Grant-in-Aid of Educational Research.

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5. Teacher Rating of Course Objectives form

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QUESTIONNAIRE, OUT OF SCHOOL GROUPS

COVERING LETTERS

LETTER OF THANKS

ABOUT YOURSELF

NAME: _____
(Last) (First)

ADDRESS: _____
(No.) (Street) (Apt.)

_____
(City) (Province)

1. If your name and address are shown incorrectly on this label, use this space to show them correctly. _____

2. Your present TELEPHONE NUMBER: _____

3. PERMANENT ADDRESS (address through which you can always be located)

_____
(Number) (Street) (Apt.) (City) (Province)

4. Your SEX
   - ☐ Male
   - ☐ Female

5. Are you MARRIED?
   - ☐ Yes → If yes, your FAMILY NAME before marriage (females) _____
   - ☐ No

6. Your BIRTH DATE: _____ 19 ____
(Day) (Month) (Year)

Your AGE last birthday: _____ years

Go on to the next page

SURVEY OF SCHOOL AND JOB EXPERIENCES

Check the boxes that are right for you, or write in your answer if the question asks for it.

7. When did you first enter Highland Park High School?

_____

(Month) (Year)

8. How long were you at Highland Park?

- ☐ One term or less
- ☐ More than one term, but less than one school year
- ☐ One school year
- ☐ Between one and two school years
- ☐ Two school years or more

9. What school were you at just before you first came to Highland Park? (write in)

_____

(Name of school) (City or town)

10. What specialties did you take at Highland Park? (write in, or write 'None' if you did not take any):

1) _____

2) _____

3) _____

11. Did you get a Certificate of Training from Highland Park?

☐ Yes ☐ No

12. Which reasons best describe why you **left** Highland Park? (If you left the school more than once, answer here for the last time you left) Do not check more than **three**

- ☐ I had a job to go to
- ☐ I changed to another school (see Q.13)
- ☐ My family moved away from Ottawa
- ☐ I finished my school programme
- ☐ I needed to earn some money
- ☐ I was asked to leave
- ☐ I just couldn't hack school any more
- ☐ Other (write in) _____

_____

Which of the reasons you checked was the **most important** reason why you left? (write in)

_____

_____

13. If you left to go to another school, write its name and address here:

_____

(Name of other school) (City)

Are you still at this school?

☐ Yes ☐ No

Go on to the next page

14. When did you leave Highland Park? (If you left and later came back, write here when you left the last time)

_____ 19____
(Month) (Year)

15. Did you enter Highland Park more than **once**?

☐ Yes ☐ No.

16. After you left school, how long was it before you found your **first** job?

☐ I had found one before I left school

☐ One month or less

☐ Between one month and three months

☐ More than three months, but I finally found one

☐ I have not found a job

17. Who or what helped you **most** to get your first job? (check one)

☐ I have not worked since I left school

☐ My work experience programme

☐ Someone in the school

☐ A newspaper ad

☐ A relative (father, cousin, etc.)

☐ A friend

☐ I got it myself

☐ Other (write in) _____

_____

_____

18. How many part-time jobs have you had altogether since you left school?

(write in)_____

19. How many **full-time** jobs have you had altogether since you left school?

(write in)_____

20. Which of these best describe what you are doing **NOW** (mark as many as apply)

☐ Working full-time

☐ Working part-time

☐ Attending school

☐ Working as an apprentice

☐ Not employed, looking for work

☐ Not employed, **NOT** looking for work

☐ Keeping house

☐ Doing something else (write in)

_____

_____

IF YOU ARE NOT WORKING NOW, SKIP TO QUESTION 27

21. If you are working now, do you have more than one job?

☐ Yes ☐ No

22. How many hours do you work altogether most weeks? (check one)

☐ Ten or less

☐ 11 – 20

☐ 21 – 30

☐ 31 – 40

☐ More than 40

Go on to the next page

23. What is the title of the job that you think is your **MAIN** job now, and the **name** and **address** of the firm you work for? (write in: be as exact as you can)

Some examples are:

Apprentice mechanic **Campbell Motors**

Carling Ave. **Ottawa**

OR

Cashier **Steinberg's**

Merivale Rd. **Ottawa**

Title of your job _____ Name of firm _____

Address of firm _____

24. How useful was your school shop training in preparing you for this job?

- ☐ Very useful
- ☐ Quite useful
- ☐ Not very useful
- ☐ No use at all

25. How much do you like the kind of work you do now?

- ☐ Very much
- ☐ Quite a bit
- ☐ Not much
- ☐ Not at all

26. Do you expect to stay on this job for at least another year?

☐ Yes ☐ No

27. Have you taken any additional training (for example, night school or an apprentice programme) since you left high school?

☐ Yes ☐ No

28. On the whole, do you feel that you have been successful since you left school?

☐ Yes ☐ No

29. Are you glad you attended Highland Park?

☐ Yes ☐ No

Explain briefly _____

_____

_____

30. Some of you will be contacted by telephone in a few weeks' time, for a short personal interview. Please show here which time you would prefer to be called.

☐ Day (between 9 am and 5 pm)

Tel. No. _____

☐ Evening (between 7 pm and 9 pm)

Tel. No. _____

THANK YOU FOR YOUR HELP

HIGHLAND PARK HIGH SCHOOL

BROADVIEW AT TILLBURY · OTTAWA K2A 2M2 · 725-2148

JOHN R. KING, B.Sc., B.P.E.
PRINCIPAL
ROCK A. ROBILLARD, B.Sc.
DEAN OF MEN
MARY SINCLAIR, B.A., M.Ed.
DEAN OF WOMEN

May 18, 1972.

To former students:

Highland Park High School is now five years old. For some of you, four years have gone by since you left the school. For others, perhaps only a few weeks or months have passed. Regardless of when you left, we would like to know what has happened to you since you were here, and what good things and bad things you remember about the school. This information will help us improve the programme for the thousands of students who are with us now, or who will be with us in the future.

We ask you, therefore, to answer the questions that are included with this letter. In most cases all you have to do is put check marks in the boxes that are right for you. If there is anything you want to ask about how to answer the questions, please call Mrs. Jan Lokan at 563-2408, or Mr. Ross Munro at 725-2148.

When you have completed the forms, please put them in the stamped, addressed envelope provided, seal the envelope, and mail it before June 3. No one but the people doing this research will see your answers.

Sincerely,

Jan Lokan

(Mrs.) Jan Lokan
Project Director, Research Centre

G. Ross Munro

G. Ross Munro
Head of Guidance Dept.
Highland Park High School

HIGHLAND PARK HIGH SCHOOL

BROADVIEW AT TILBURY - OTTAWA K2A 2M2 - 725-2148

JOHN R. KING, B.Sc., B.P.E.
PRINCIPAL
ROCK A. ROBILLARD, B.Sc.
DEAN OF MEN
MARY SINCLAIR, B.A., M.Ed.
DEAN OF WOMEN

June 8, 1972.

Dear former student:

About three weeks ago we sent you a questionnaire, asking for some information about what has happened to you since you were at Highland Park High School. Perhaps you did not receive this questionnaire, or you may have been too busy to answer the questions.

We are still interested to know about your experiences, and what good things and bad things you remember about the school. Your answers will help us improve the programme for the students who will be with us next year, and in future years.

With this letter there is another copy of the questionnaire. We hope that you will find time to fill it in (in most cases all you have to do is put check marks in the boxes that are right for you). When you have done this, please put the form in the stamped, addressed envelope provided, seal the envelope, and mail it before June 22. No one but the people doing this research will see your answers.

If there is anything you want to ask about how to answer the questions, or if you would prefer to give your answers over the telephone, please call Mrs. Jan Lokan at 563-2408, or Mr. Ross Munro at 725-2148.

Sincerely,

Jan Lokan

(Mrs.) Jan Lokan
Project Director, Research Centre

G. Ross Munro

G. Ross Munro
Head of Guidance Dept.
Highland Park High School

research for action

August 28, 1972

Dear

As you know, some weeks ago we sent questionnaires to most of the students who attended Highland Park High School during its first few years. We're pleased to say that well over five hundred of you answered the questions and sent the questionnaire forms back to us. As well as this, about 150 of you were interviewed, some in person and some by telephone.

We would like to take this chance to thank you all for the interest you have shown in our study. The answers that you gave, both in the interviews and on the questionnaires, will help us make the school into a better place for our future students. (If you still have a questionnaire form at home that you haven't got round to answering, we are still interested to hear from you).

If you were interviewed, we've already asked you if you'd like to receive a copy of the report of this study. If you weren't interviewed and would like to receive one, please fill in the sheet that's included with this letter and send it back to Mr. Munro.

Sincerely,

Jan Lokan

(Mrs.) Jan Lokan
Project Director, Research Centre

G Ross Munro

G. Ross Munro
Head of Guidance Dept.
Highland Park High School

JJL:rm

research centre / centre de recherches
The Ottawa Board of Education / Le Conseil scolaire d'Ottawa
Location: 662 Lyon St. S., K1S 3Z2, tel. 563-2408 Mailing address. 330 Gilmour St., K2P 0P9

For former students who were not interviewed:

REQUEST FOR COPY OF REPORT

If you would like to receive a copy of the report from this study, please fill in this form and return it to Mr. R. Munro, at Highland Park High School, Broadview Avenue.

NAME: _____

ADDRESS TO WHICH REPORT SHOULD BE SENT:

_____ _____ _____

Number Street Apt.

_____ _____

City (or town) Postal Code

research for action

December 4, 1972.

During the last few months we have been sending questionnaires to some of the people who went to Highland Park High School. We're sending another questionnaire to you now, because we think we used the wrong address for you last time. We hope you'll answer the questions for us very soon, and mail the completed form back in the stamped, addressed envelope.

We need to know what you thought of the school and its programme, and what you've done since you left. If there were things you didn't like and you want to sound off about them, now's your chance. When we hear what each of you thought, we'll know if there are things we should change to make the school a better place.

No one but the two people doing the research will see your answers.

Sincerely,

Jan Lokan

(Mrs.) Jan Lokan
Project Director, Research Centre

G. Ross Munro

G. Ross Munro
Head of Guidance Dept.
Highland Park High School

research centre / centre de recherches
The Ottawa Board of Education / Le Conseil scolaire d'Ottawa
Location: 662 Lyon St. S., K1S 3Z2, tel. 563-2408 Mailing address: 330 Gilmour St., K2P 0P9

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QUESTIONNAIRE, IN SCHOOL GROUP

NAME : _____ (Last) _____ (First)

ADDRESS: _____ (No.) _____ (Street) _____ (Apt.)

_____ (City) _____ (Province)

1. If your name and address are shown incorrectly on this label, use this space to show them correctly. ==========

2. Your present telephone number: _____

3. PERMANENT ADDRESS (address through which you can always be located)

_____ (Number) _____ (Street) _____ (Apt.) _____ (City) _____ (Province)

4. Your SEX: ☐ Male ☐ Female

5. Your AGE last birthday: ___ years.

Your BIRTH DATE: _____ (Day) (Month) 19 (Year)

SURVEY OF SCHOOL EXPERIENCES

---

6. When did you first enter Highland Park High School?

_____ (Month) 19 (Year)

7. What school were you at just before you first came to Highland Park? (write in)

_____ (Name of school) _____ (City, or town)

8. What shop specialties are you taking this year? (write in, then circle S for Senior, J for junior; if you are not taking any specialties, write "None")

1) _____ S J

2) _____ S J

9. What shop specialties did you take last year? (write in; if you did not take any specialties, write "None")

1) _____

2) _____

10. Have you got a Certificate of Training from Highland Park? ☐ Yes ☐ No

11. Do you expect to return to Highland Park in September 1972? ☐ Yes ☐ No

12. When you leave school, do you expect to find a job where your school shop training will be useful?

☐ Yes ☐ No

GO ON TO THE NEXT PAGE

13. Have you had any part-time jobs while you have been at Highland Park?

☐ Yes ☐ No

14. Do you have a part-time job NOW?

☐ Yes ☐ No

If NO, go on to Question 17

If YES, where? (write in)

_____
(Name of firm)

_____
(Address of firm)

15. What do you do on this job? (write in)

_____

_____

16. Did someone in the school help you get this job?

☐ Yes ☐ No

17. Which of the following things about Highland Park do you like least (check as many as apply)

- ☐ My shop specialty
- ☐ All the shops I've taken
- ☐ The academic subjects
- ☐ The teachers
- ☐ The school rules
- ☐ The students I've met
- ☐ The Guidance Counsellors
- ☐ The work experience programme
- ☐ Other (write in) _____

_____

18. Which of the following things about Highland Park do you like least (check as many as apply)

- ☐ My shop specialty
- ☐ All the shops I've taken
- ☐ The academic subjects
- ☐ The teachers
- ☐ The school rules
- ☐ The students I've met
- ☐ The Guidance Counsellors
- ☐ The work experience programme
- ☐ Other (write in) _____

_____

19. Have you entered Highland Park more than once?

☐ Yes ☐ No

20. Some of you will be contacted by telephone in a few weeks' time for a short personal interview. Please show here which time you would prefer to be called.

☐ Between 4 pm and 7 pm

Tel.No. _____

☐ Between 7 pm and 9 pm

Tel.No. _____

THANK YOU FOR YOUR HELP

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STRUCTURED STUDENT INTERVIEW

HIGHLAND PARK HIGH SCHOOL: FOLLOW-UP STUDY OF FORMER STUDENTS

STRUCTURED STUDENT INTERVIEW

PRE-INTERVIEW INFORMATION

Any information given in this or later interviews will be treated as strictly confidential.

NAME _____ _____

Last name First name

MARRIED: YES ☐ NO ☐ MAIDEN NAME: _____

ADDRESS _____

_____

TELEPHONE _____

Attended Highland Park High School

from _____ to _____

Interviewer to subject:

Recently you helped us by answering a questionnaire telling us some of the things you've done since you were at Highland Park.

We asked you for this interview so we can find out a bit more about what's happened to you since you left school, what you like and dislike about your work, and what you liked and disliked about the school.

We'd also like to know what sorts of things you do on your job, and, if you've had other jobs, what they were, and whether your school shop training helped you in any of them.

Remember, there are no right or wrong answers to any of these questions. You can say honestly what you've done and what you think, because there's no way anything you say could ever be used against you. What you tell me in this interview is not going to be heard or seen by anyone else - I'm going to put your answers on charts like this (show example) which show how many people said which things, not who said them. After your answers have been put into the charts, your interview paper will be destroyed.

The interview should take about a half-hour. I will pay you $2 for your time.

As we go through the questions, please stop me if there is something you don't understand.

1. Do you have a job at present?

NO ☐ *Go straight on*

YES ☐ *Go to Q. 3*

2. Have you had any jobs at all since you left school?

YES ☐ *Go to Q. 22, p. 4*

NO ☐ *Go to BLUE section*

3. What is the job called that you have right now? (If you have more than one, let's start with the one that you spend most time on, and find out about the others later).

What is this job called? _____

4. What is the name and address of the firm?

_____ Name of firm

_____ Address

_____

5. When did you start this job? _____ Month 19_____ Year

6. What sorts of things do you do on your job? (Probe for details)

_____

_____

_____

_____

7. How many hours do you work at _____ most weeks?
[name of job from Q. 3]

_____ hours

8. Are you in charge of any other people on this job? YES ☐ NO ☐

↓ How many? _____

9. What is your pay on this job, before deductions for anything like taxes or medical insurance?

_____ hourly _____ weekly _____ monthly *[fill in only one rate]*

About how much in tips? _____ daily ☐ weekly ☐ monthly ☐ Nil ☐

[If subject receives tips, clarify whether he's included them in his answer to first part of question. If he has, indicate this by writing "TI" by rate of pay stated]

10. Since you started this job, have you had any raises in pay?

YES ☐ NO ☐

↓ How much? (i.e. amount of raise) _____ hourly ☐ weekly ☐ monthly ☐

11. How much do you use the shop skills you learned at school on this job?

		Which particular skills?
All the time	☐	_____
Quite a bit	☐	_____
A bit, but not much	☐	
Not at all	☐	

12. So your school shop training programme has been very/ quite/ not very helpful to you in your work on this job? *[as appropriate from Q. 11]*

YES ☐ NO ☐

Comments (if subject want to give them) _____

_____

_____

13. Now let's talk about any other jobs you have right now *[if none, go to Q.20]*

☐ No other jobs

14. What is the job called?

1. _____ 2. _____

15. What is the name and address of the firm?

1. _____ 2. _____

_____ _____

16. What things do you do?

1. _____ 2. _____

_____ _____

17. How many hours per week?

1. _____ 2. _____

18. What is your pay (including tips) before anything for taxes, insurance etc. is taken off?

1. _____ _____ _____ 2. _____ _____ _____
hourly weekly monthly hourly weekly monthly

19. How much do you use the shop skills you learned at school?

1. _____ 2. _____

20. Is (are) the job(s) you have right now the only one(s) you've had since you left school?

NO ☐ YES ☐

Go straight on *Go to Q. 29*

21. Is (are) your present job(s) very different from the first job you had after leaving school?

YES ☐ NO ☐

22. Let's think about all the jobs, full-time and part-time, you've had since you left school, up to when you started your present job(s), or to the last job you had if you're not working now.

	What was your first job after leaving school?	Date started	Date left
(a)	_____	_____ /19 (month)	_____ /19 (month)
	What job did you have next?		
(b)	_____	_____ /19	_____ /19
	And after that ?		
(c)	_____	_____ /19	_____ /19
(d)	_____	_____ /19	_____ /19
(e)	_____	_____ /19	_____ /19
(f)	_____	_____ /19	_____ /19
(g)	_____	_____ /19	_____ /19
(h)	_____	_____ /19	_____ /19

[Do not include present job(s) on this list; if S has had more than 8 jobs, use a separate sheet of paper for the remainder and attach it to the back of his interview form]

23. I'd like to find out more about your FIRST job, the _____ job.
[name of job, from Q. 22a]

What was the name and address of the firm?

_____ name

_____ address

24. What sorts of things did you do on this job?

_____

_____

_____

25. About how many hours did you work at it most weeks? _____

26. Can you remember what your pay was, approximately, when you started? (before deductions, including tips)

_____ hourly _____ weekly _____ monthly

27. Did you get any raises in pay on your first job?

YES ☐ → How much? (i.e. amount of raise) _____

NO ☐

hourly ☐
weekly ☐
monthly ☐

28. On your first job, how much did you use the shop skills you learned at school?

All the time ☐
Quite a bit ☐
A bit, but not much ☐
Not at all ☐

Which particular skills?

_____

_____

29. Since you left school, how many weeks, or months, have you been out of work?

_____ weeks

_____ months
[fill in one only]

None ☐

30. When you are looking for work, what persons or agencies do you go to for help?

_____

_____

31. Do you think there should be more help for people who can't find jobs, to help these people find suitable work?

YES ☐ *Go straight on*

NO ☐ DON'T KNOW ☐ *Go to Q.33*

32. Would you like to suggest something? _____

_____

_____

33. Think back over the jobs you've had, and the days when you've been working. Think of a time when you felt extra good or extra bad about your job. Tell me what happened:

(i) How long ago was it? _____

(ii) Did you have the feeling for very long?

e.g. 1 day, several days _____

(iii) Can you describe the things that made you start feeling this way?

_____

_____

(iv) Did your feelings make any difference to the way you did your job?

YES ☐ NO ☐

How? _____

_____

(v) Did what happened change the way you felt about your job most of the time?

YES ☐ NO ☐

(vi) How strong do you think your feelings were?

1	2	3	4	5
Pretty weak				Very strong

34. Now that you've described a time when you felt extra good(bad) about your job, try to think of a time when you felt extra bad(good).
[change as applicable]

(i) How long ago was it? _____

(ii) Did you have the feeling for very long?

e.g. 1 day, several days _____

(iii) Can you describe the things that made you start feeling this way?

_____

_____

(iv) Did your feelings make any difference to the way you did your job?

YES ☐ NO ☐

How? _____

_____

(v) Did what happened change the way you felt about your job most of the time?

YES ☐ NO ☐

(vi) How strong do you think your feelings were?

1	2	3	4	5
Pretty weak				Very strong

GO TO Q. 39 FOR SUBJECTS WHO HAVE HAD SAME JOB SINCE LEAVING SCHOOL.

Now let's go back to the FIRST job you had after you left school, the _____ job.
[refer to Q.22a, top of p.4]

35. How long was it that you stayed on this job?

_____

36. Do you think you were paid enough, considering you experience, abilities and training?

YES ☐ NO ☐

Comments (if S wishes to make any) _____

_____

37. Here are some reasons why people leave jobs. We'll read them, then you can tell me which ones say best why you left your FIRST job.

- ☐ I left to go back to school
- ☐ I was promoted
- ☐ I was laid off because there wasn't enough work
- ☐ I was laid off because the firm went out of business
- ☐ I left to look for a better job
- ☐ I was discharged or fired
- ☐ I didn't like the work I had to do
- ☐ I didn't get on with the boss
- ☐ I didn't like the working conditions
- ☐ Some other reasons (write in) _____

_____

[Subjects may select several of these reasons; if they do, get them to look over their selections and rank them in order of importance].

38. What about the reasons for some of your other job changes? Have they been different from the reasons why you left your first job?

☐ YES ☐ NO ☐ Have not changed jobs any other time

↓

In what ways? _____

_____

_____

IF SUBJECT IS NOT WORKING NOW, GO TO Q. 42.

39. Thinking about the main job that you have right now, the _____ job that we talked about first of all, do you think you are paid enough, considering your abilities, experience and training? *[refer to Q.3]*

YES ☐ NO ☐

Comments _____

_____

40. If you stayed on this job another year, how much do you think you would be earning by then?

_____ hourly _____ weekly _____ monthly

41. Have you saved any money since you left school?

☐ All the time (out of just about every pay) ☐ A little - off and on ☐ Just about nothing saved

42. What kind of work do you plan to be doing, say 5 or 10 years from now?

☐ Don't know

_____
Type of work
[Obtain some choice, if possible]

43. How will you get to do that?

☐ Don't know

_____

_____

_____

[List responses as given - don't prompt]

44. How important is each of these things about a job to you?

	Pretty important	May be important - not sure	Don't care about it much at all
a. The chance to do interesting work			
b. Getting paid what you're worth			
c. Having steady work			
d. Feeling like you're doing work that's worth doing			
e. Having the chance to get promoted			
f. Being able to make money fast			
g. Not having to worry about getting fired			
h. Having the feeling that no one is pushing you for more work than you can do			
i. Having a nice place to work in			
j. Liking the people you work with			

GO TO YELLOW SECTION

SECTION II

For students who have not worked at all
since they left Highland Park

1. Perhaps you could tell me if any of these is the main reason why you haven't worked since you left school:

- ☐ Health problems - own
- ☐ Health problems - other member of family
- ☐ Pregnancy
- ☐ In trouble with the law

Comments (if subject wishes to make any) _____

_____

2. Are you looking for a job now?

YES ☐ NO ☐

Go straight on Why not? (if not covered by Q. 1)

_____

_____

3. For how much of the time since you left school have you been lookding for a job?

☐ Most of the time ☐ Only some of the time ☐ I haven't been looking for a job at all

4. What kind of job have you been looking for?

☐ Haven't been looking for one ☐ Don't really know _____ (type of job)

[obtain some choice, if possible]

5. What person(s) or agency(ies) have you been (would you go to) for help in finding a job?

_____

_____

6. Do you think there should be more help available for people who can't find jobs, to help these people find suitable work?

YES ☐ — *Go straight on*

NO ☐ DON'T KNOW ☐ — *Go to Q. 8*

7. Would you like to suggest what this help might be?

_____

_____

_____

8. What plans do you have, say for the next six months or a year from now?

☐ Full-time school

☐ Part-time school

☐ Look (or start looking) for a job

☐ No special plans

☐ Other (specify) _____

9. What kind of work do you think you might be doing over a longer time, like 5 to 10 years from now?

☐ Don't know

_____
Type of work

[Obtain some choice, if possible]

10. How will you get to do that?

☐ Don't know

_____

_____

_____

[List responses as given - don't prompt]

11. How important would each of these things about jobs be to you if you were working?

	Pretty important	May be important - not sure	Don't care about it much at all
a. The chance to do interesting work			
b. Getting paid what you're worth			
c. Having steady work			
d. Feeling like you're doing work that's worth doing			
e. Having the chance to get promoted			
f. Being able to make money fast			
g. Not having to worry about getting fired			
h. Having the feeling that no one is pushing you for more work than you can do			
i. Having a nice place to work in			
j. Liking the people you work with			

GO STRAIGHT ON TO YELLOW SECTION

SECTION III

Now let's find out some things about your education.

1. Since you left Highland Park, have you been to any other school?

YES ☐ *Go straight on* NO ☐ *Go to Q. 5*

2. Name of school _____

3. What were the main things you studied? _____

_____ _____

4. How long did you go to that school? _____

5. Have you taken any other training?

YES ☐ *Go straight on* NO ☐ *Go to Q. 10*

6. Where did you get this training?

☐ Night school Which? _____

☐ Special school (e.g. Business school) Which? _____

☐ On-the-job

☐ Manpower training

☐ Other Where? _____

7. How many hours did you spend each week on this training? _____

   For how many months? _____

8. Describe what the training was _____

   _____

9. Why did you decide to do it? _____

   _____

10. If you haven't done any extra training, would you take some if you felt it meant you would be able to get a better job?

    YES ☐ NO ☐

Now think back to when you were at Highland Park High School.

11. Which of these things about the school did you like?

LIKE		NOT LIKE (see Q. 12)
☐	The academic programme	☐
☐	All the shops you took	☐
☐	Some of the shops you took	☐
☐	Your shop specialty	☐
☐	The friends you met	☐
☐	All the teachers	☐
☐	Some of the teachers	☐
☐	The Guidance Counsellors	☐
☐	The school rules	☐
☐	The work experience programme	☐
☐	Other (specify) _____	☐

_____

12. Which of these things about the school did you NOT like?

[Use boxes on right hand side]

If "Other" is marked for NOT LIKE, specify reason here:

_____

_____

13. Here is a list of four things that the programme at Highland Park tries to teach the students something about:

- ☐ Academic subjects
- ☐ Shop skills
- ☐ How to get along with other people
- ☐ Attitudes toward work

Which of these was the most valuable for you?

Next? etc. *[Put the numbers 1 to 4 in the boxes to show the respondent's rank ordering; 1 = most valuable]*

14. Do you think the programme at Highland Park prepared you well enough for getting a job?

YES ☐ NO ☐

15. What are some of the things you wish had been included in the programme that were not?

_____

_____

_____

_____

_____

16. If a young person just starting high school came to you, would you suggest he or she follow a vocational programme like the one at Highland Park?

YES ☐ NO ☐

Comments (if any) _____

_____

_____

17. Have you ever gone back to visit Highland Park school since you left?

YES ☐ NO ☐

Go straight on *Go to Q. 19*

18. Which of these reasons tell why or when you went back?

- ☐ To try to get back into the school
- ☐ To get a letter to go to another school
- ☐ To get a letter for a job
- ☐ To see some of the teachers I liked
- ☐ To see some of my friends
- ☐ To attend the Open House
- ☐ To get some help from a teacher
- ☐ Because I like to go back to visit
- ☐ Other (specify) _____

_____

Go to Q. 20

19. Which of these reasons tell why you haven't gone back?

- ☐ I haven't needed to go back for anything
- ☐ I don't like the school
- ☐ I don't like the teachers
- ☐ I've meant to go back but haven't had a chance
- ☐ There's no way I ever want to go back
- ☐ Other (specify) _____

_____

20. Would you like to receive a copy of the charts that are made up from these interviews?

YES ☐ NO ☐

Address to which copy should be sent:

_____

_____

21. We'd like to ask your boss for his/her ideas about what should be included in the programme of a school like Highland Park. Is it OK by you if we do this?

THANK YOU VERY MUCH FOR YOUR HELP.

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STRUCTURED EMPLOYER INTERVIEW

ADVANCE NOTIFICATION LETTER

LETTER OF THANKS

DVSC FOLLOW-UP STUDY: STRUCTURED EMPLOYER INTERVIEW

Introduction

Some high schools in the Ottawa area offer special occupational or vocational programmes for students who find regular high school programmes difficult. We are at present following up the work experiences of some graduates from these schools, and are seeking information from employers to help us assess the adequacy of the programmes

Any information you give us will be kept strictly confidential. Your answers and comments will be incorporated into tables showing how many people said which things, not who said them. The interview papers will then be destroyed.

GENERAL INFORMATION

1. Name of employer/company _____

2. Address: _____

3. A. How many people (approx.) altogether work for this firm? _____

   B. Work here at this location ? _____

   C. Work here in this unit ? _____

4. Does the number of employees change (fluctuate) over the space of a year? (I'm thinking of more people needed at Christmas or in the summer, for example, or a slow or layoff period at some time).

   Comments: _____

   _____

5. A. What is the main type of work carried out by the company?

   _____

   _____

   B. What is the main type of work carried out at this location?

   _____

   _____

   C. What is the main type of work carried out in this unit?

   _____

   _____

6. Does your company currently accept students from occupational or vocational schools on work experience programmes?

   ☐ Yes ☐ No

   Comments (if any) _____

   _____

7. What is the minimum age acceptable for employees in your company?

   _____

STUDENT FOLLOW-UP

8. _____, who was working for your company when we contacted him/her about four months ago, studied an occupational (vocational) programme for some or all of his/her years at high school. Perhaps you also have other employees who went to a vocational or occupational high school.

Comments (if any) _____

Is _____ still working with your company?

☐ Yes ☐ No

9. What kinds of duties does/did he/she have on his/her job here?

_____

_____

_____

10. Would you say that the occupational programme equips its students well to handle this kind of job?

☐ Yes ☐ No

Comments (if any) _____

_____

11. Do you train employees for this kind of job yourself?

☐ Yes ☐ No

If Yes: (i) how long is the training period? _____

(ii) why is the training necessary?

_____

_____

_____

12. (if not already answered in comments to previous questions)

Does this kind of job involve use of machinery or other special equipment?

☐ Yes ☐ No

If Yes: Do prospective employees have to know how to use the equipment in order to get this kind of job?

☐ Yes ☐ No

13. What suggestions do you have for things the schools might do to equip students better for employment in this kind of job?

_____

_____

_____

_____

_____

14. What are the opportunities for advancement from this kind of job?

_____

_____

_____

15. How does the advancement rate and level of job entry of occupational (vocational) programme graduates in your company compare with that of graduates from regular high school programmes?

_____

_____

_____

16. (a) if answer to question 8 is Yes (i.e. if student is still working there):

And how is _____ getting along in his/her work here?

☐ Always works well

☐ Usually works well

☐ Works well enough, but feel he/she could do better

☐ Doesn't work well very often

Other: _____

_____

_____

(b) If answer to question 8 is No:

And how did _____ get along in his/her work while he/she was here?

☐ Always worked well

☐ Usually worked well

☐ Worked well enough, but felt he/she could have done better

☐ Didn't work well very often

Other: _____

_____

_____

17. Our high school occupational programmes provide training in several areas. Four are listed below:

☐ Academic subjects

☐ Shop (vocational) skills

☐ How to get along with other people

☐ Development of favourable attitudes toward work

Which of these do you think is most important for a student getting a job like _____ has/had with your firm or company ?

Next? etc. (Put the numbers 1 through 4 in the boxes to show the respondent's rank ordering: 1 = most important).

18. Please rate the importance of the following qualities for a person in this kind of job (check the appropriate column alongside each quality)

	Very important	Important	Not important
1. Personal grooming & neatness (e.g. hair)			
2. Kind of clothing			
3. Cleanliness			
4. Co-operativeness			
5. Good attitude toward work			
6. Being on time			
7. Willingness to work overtime			
8. Initiative			
9. Pleasant personality			
10. Leadership			
11. Ambition			
12. Respect for authority			
13. Ability to get along with others			

19. A. What is the single most important quality (of the ones we have just discussed) that you look for in someone to do this kind of job?

_____

B. Which is the least important?

_____

20. Do you encourage your employees to improve their educational qualifications?

☐ Yes ☐ No ☐ Yes, but only if relevant to the job.

If Yes: what form does this encouragement take?

(e.g. paying for tuition, books; promoting employees who do improve their qualifications; etc.)

Comments: _____

_____

_____

The Ottawa Board of Education
Le Conseil scolaire d'Ottawa
330 Gilmour Street
Ottawa 4, Ontario

January 8, 1973

Dear Sir/Madam:

For the past few months we have been working on a project to assess the occupational and vocational programmes offered by our Board. Graduates of these programmes study both academic and shop courses, and usually enter the labour market straight from school.

One way we can learn whether these programmes need to be improved is to follow up students who've gone to work after graduating from them. When we know how these graduates meet and don't meet employers' requirements, we will have valuable information to help us identify the strong and weak points in the programmes they've studied.

During the next stage of our project, about seventy employers in the Ottawa area will be approached and asked to spend about 20 minutes in a personal interview. This letter is being sent to you because one of the students we are following either works for your firm now, or has worked there in the past twelve months, and has given us his consent to approach you.

We hope that all employers approached will be able to give the small amount of time we have asked for. Your views are needed on how the vocational and occupational programmes can best prepare students to become successful employees.

We will telephone very shortly to request an interview in your office at a time which you consider convenient.

Yours truly,

J. J. Lokan

(Mrs.) J.J. Lokan
PROJECT DIRECTOR

G. Halpern, Ph.D.
DIRECTOR OF RESEARCH

21. Any other comments you'd like to make?

THANK YOU VERY MUCH INDEED FOR YOUR HELP.

Would you like to receive a report from this study?
(it will be available in June)

☐ YES ☐ NO

The Ottawa Board of Education
Le Conseil scolaire d'Ottawa
330 Gilmour Street
Ottawa 4, Ontario

March 26, 1973

Dear

The staff and pupils of Highland Park High School and Research Department of the Board of Education thank you very much for your cooperation. The information you gave and the comments made during the recent interview will help to assess the programmes given at vocational schools.

If you are interested in accepting students on the work experience programme or would like to visit Highland Park School, please call Mr. Bob Morin, Job Placement Counsellor; Mr. Donald Duncan, Technical Director or Mr. Ross Munro, the Head of Guidance at 725-2148. They will be pleased to cooperate in any way possible.

Yours sincerely,

J. J. Lokan

(Mrs.) J.J. Lokan
ASSISTANT RESEARCH OFFICER

G. Halpern, Ph.D.
DIRECTOR OF RESEARCH

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TEACHER RATING OF COURSE OBJECTIVES FORM

Highland Park High School: Follow-up Study of Former Students

TEACHER RATING OF COURSE OBJECTIVES

As most of you know, a follow-up study of all students who entered Highland Park High School during its first three years is currently in progress. Several hundred students have replied to mailed questionnaires and a sample of about 200 students has been interviewed. The students' responses are now being analyzed, and a report of the study will be compiled during the next few months.

But - WE NOW NEED A FEW MINUTES OF YOUR TIME

We ask you, please, as a teacher at Highland Park High School, to answer the questions on the attached page. You'll notice that you don't need to identify yourself - but please be sure to supply the information asked for.

Please try to find a minute of two to do it this week.

Thank you,

Jan Lokan

(Mrs.) Jan Lokan
Research Centre,
Ottawa Board of Education.

November 20, 1972.

HIGHLAND PARK HIGH SCHOOL

TEACHER RATING OF COURSE OBJECTIVES

1. Are you primarily responsible for academic ☐ or shop ☐ courses?

(please check appropriate box; if neither of the above, check here ☐)

2. When did you join the staff at Highland Park High School? _____ Month 19 ____ Year

3. Your sex: M F

---

4. The programme at Highland Park H.S. has many aspects contributing to the over-all objective of providing suitable education and training for the school's special student population.

Please rank order the following four aspects to indicate how important you think each is in the context of the school's over-all purpose (place the numbers 1 through 4 in the appropriate boxes – 1 = "most important", 4 = "least important" – please avoid tied ranks)

☐ Academic subjects

☐ Training in shop skills

☐ Learning how to get along with other people (social skills)

☐ Development of favourable attitudes toward work

Comments (especially if you feel that something important has been omitted from the above list - if this is the case, please say where you would place it in the ordering):

_____

_____

_____

_____

Thank you

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STRUCTURED STUDENT INTERVIEW, SECOND TELEPHONE FOLLOW-UP

DVSC

Date: _____

SECOND TELEPHONE FOLLOW-UP: FEBRUARY 1973

NAME: _____

ADDRESS: _____

_____ Phone: _____

Previous Contact:

Q + I ☐ I only ☐ Q only ☐ None ☐

_____

1. When we contacted you a few months ago, you were

Go to Q.2 ☐ working for: _____ Name of firm

_____ Address of firm

_____

Go to Q.18 (yellow) ☐ not working, but looking for a job

☐ not working, other (specify) _____

_____

2. Are you still working there? NO ☐ *Go to Q.10 (blue)* YES ☐ *Go straight on*

3. The job you had when we contacted you before was _____

_____

Are you still in this same job? YES ☐ NO ☐

If NO, write here what job respondent now has.

_____

4. Have you been out of work for any time during the last six months?

YES ☐ NO ☐

If YES, why? _____

5. What is your pay on your present job? (before anything is taken off for things like taxes, medical insurance & so on)

_____ hourly

_____ weekly *(fill in one only)*

_____ monthly

Do you earn anything in tips? YES ☐ NO ☐

If YES, about how much? _____ per _____

6. Do you plan to stay on this job for at least another year?

☐ YES → Why? _____

_____

☐ NO → For how long then? _____

Why don't you plan to stay? _____

_____

7. Do you have any plans to take up further study, e.g. at night school?

☐ YES → What? _____

Where? _____

☐ NO → Why not? _____

8. What do you think you'll be doing 5 years from now?

_____

9. Anything else you'd like to tell us? _____

_____

_____

END OF QUESTIONNAIRE

10. Why did you leave? _____

_____

_____

11. What other jobs have you had since you left there?

	Job / Firm	Date begun	Date left
1.	_____	/ /7	/ /7
2.	_____	/ /7	/ /7
3.	_____	/ /7	/ /7

☐ None

12. About how long, then, have you been out of work during the last 6 months?

_____

13. *(if applicable)* Were you trying for all or most of that time to find another job?

YES ☐ NO ☐

If NO: Why weren't you? _____

_____

If YES: Where/how were you trying? _____

_____

14. *(For those who have a job NOW - for those not working, go to Q.15)*

(a) Present job: Same as Q.11 #1 #2 #3 *(circle appropriate #)*

If not listed in Q.11,
write name of job, firm, & starting date here:

_____

Part-time ☐ Full-time ☐

(b) How did you find this job? _____

_____

(c) What is your pay (before anything is taken off for taxes, medical insurance etc.)

_____ hourly

_____ weekly — *(fill in one only)*

_____ monthly

Do you earn anything in tips?

☐ YES About how much? ____ per ____

☐ NO

(d) How useful was your school shop training in preparing you for this job?

☐ Very useful

☐ Quite useful

☐ Not very useful

☐ No use at all

(e) Do you plan to stay on this job for at least another year?

☐ YES ⟶ Why? _____

_____

☐ NO ⟶ For how long then? _____

Why don't you plan to stay? _____

_____

15. Do you have any plans to take up further study, e.g. at night school?

☐ YES ⟶ What? _____

Where? _____

☐ NO ⟶ Why not ? _____

16. What do you think you'll be doing 5 years from now?

_____

17. Anything else you'd like to tell us? _____

_____

_____

END OF QUESTIONNAIRE

18. Have you had any jobs at all since then? ☐ None

	Job / Firm	Date begun	Date left
1.	_____	/ /7	/ /7
2.	_____	/ /7	/ /7
3.	_____	/ /7	/ /7

19. Have you been trying for all or most of the time you've been out of work to find a job?

☐ YES ⟶ Where/how were you trying?

_____

_____

☐ NO ⟶ Why weren't you? _____

_____

20. *(For those who have a job NOW - for those still not working, go to Q.21)*

(a) Present job: Same as Q.18 #1 #2 #3 *(circle appropriate number)*

If not listed in Q.18,
write name of job, firm, and starting date here:

_____

☐ Part-time ☐ Full-time

(b) How did you find this job? _____

_____

(c) What is your pay (before anything is taken off for taxes, medical insurance etc.)

_____ hourly

_____ weekly *(fill in one only)*

_____ monthly

Do you earn anything in tips?

☐ YES ⟶ About how much? ____ per _____

☐ NO

(d) How useful was your school shop training in preparing you for this job?

- ☐ Very useful
- ☐ Quite useful
- ☐ Not very useful
- ☐ No use at all

(e) Do you plan to stay on this job for at least another year?

☐ YES ⟶ Why? _____

_____

☐ NO ⟶ For how long then? _____

Why don't you plan to stay? _____

_____

21. Do you have any plans to take up further study, e.g. at night school?

☐ YES ⟶ What? _____

Where? _____

☐ NO ⟶ Why not? _____

22. What do you think you'll be doing 5 years from now?

_____

23. Anything else you'd like to tell use? _____

_____

_____

END OF QUESTIONNAIRE